DIRECT HIRE SQUADRON COMMANDER ASSIGNMENTS (CENTRALIZED) IDENTIFIES REQUIREMENT

AIR STAFF

AFPC

MAJCOM

START → Identifies Commander Vacancies → Is Vacancy Valid? — YES → Establish Requirement → A

Is Vacancy Valid? — NO → STOP

WING CC

MPF
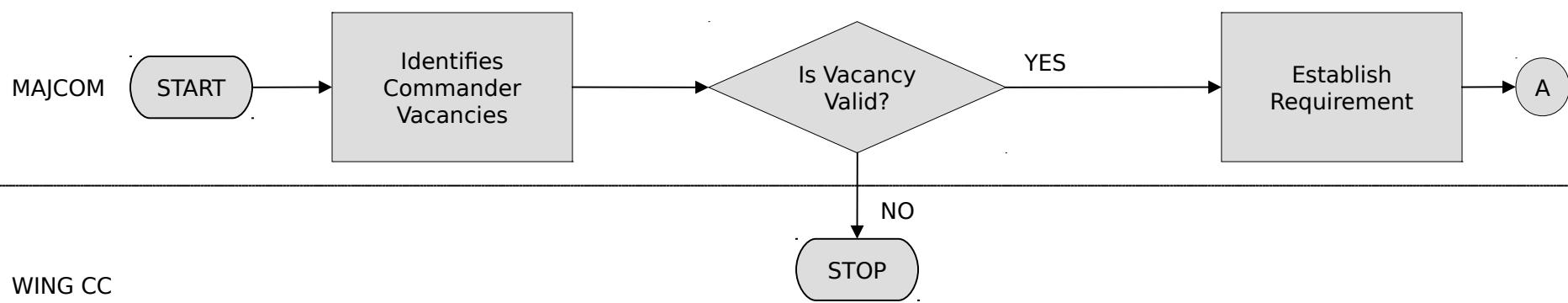
HIRING AUTH

LOSING CC

CSS

AF MEMBER

DIRECT HIRE SQUADRON COMMANDER ASSIGNMENTS (CENTRALIZED) MAKES SELECTION

AIR STAFF

AFPC

(A) → Determine Eligibility Criteria → Build Eligibility List → Performs Board Selection → Bid Process (Varies by MAJCOM) → Performs Requirement Match → Make "Heads-up" notification → (B)

MAJCOM

Build Eligibility List

Bid Process (Varies by MAJCOM)

WING CC

MPF

Build Eligibility List → Valid List of Eligibles?

YES

NO

Bid Process (Varies by MAJCOM)

HIRING AUTH
LOSING CC
CSS
AF MEMBER

NO — Does Hiring Authority Approve? — YES

DIRECT HIRE SQUADRON COMMAND ASSIGNMENTS (CENTRALIZED) PROCESSES ASSIGNMENT

AIR STAFF

AFPC

(B) → Processes Assignment Package → Updates PDS → (C)
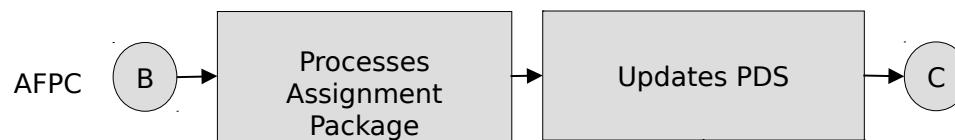
MAJCOM

WING CC

MPF

HIRING AUTH
LOSING CC
CSS
AF MEMBER

Reclama Process (Formal) ← YES ← Losing CC: Adjustments needed? → NO → Sponsor Process
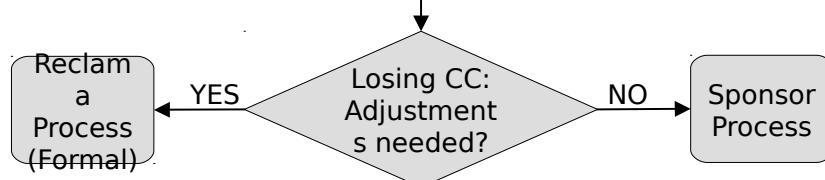
DIRECT HIRE SQUADRON COMMANDER ASSIGNMENTS (CENTRALIZED) MAKES NOTIFICATION

AIR STAFF

AFPC

MAJCOM

WING CC

MPF

(C) → Processes Notification Through MPF

HIRING AUTH
LOSING CC
CSS
AF MEMBER

Losing CC: Notifies Officer → AF Member: Accept the Assignment? —YES→ (D)

AF Member: Accept the Assignment? —NO→ 7-Day Option Process
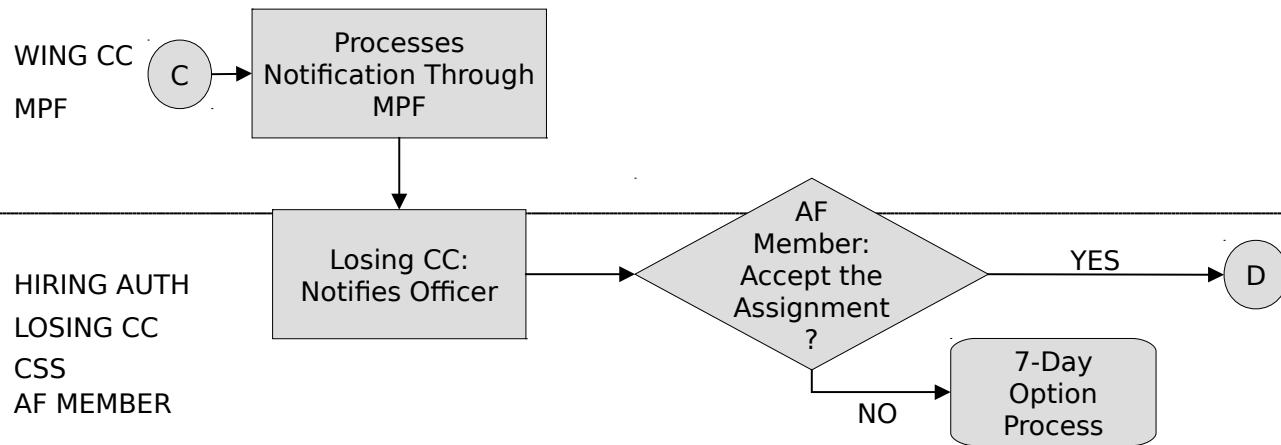
DIRECT HIRE SQUADRON COMMANDER ASSIGNMENTS (CENTRALIZED) PROCESSES INDIVIDUAL

AIR STAFF	
AFPC	
MAJCOM	

WING CC
MPF

D → Performs Initial Relocation Briefing → Issues/Recovers Outprocessing Checklist Items → Is Member Qualified?

Is Member Qualified? —YES→ Generate Orders → Performs Final Outprocessing → Inprocess Member at Next Duty Station → STOP

Is Member Qualified? —NO→ Assignment Waiver/Diversion/Cancellation Process

Issues/Recovers Outprocessing Checklist Items ↕ AF Member: Complete Outprocessing Checklist Items

Assignment Waiver/Diversion/Cancellation Process ←NO— Is Member Qualified? —YES→ STOP

HIRING AUTH
LOSING CC
CSS
AF MEMBER